

Georgia Southern University
Digital Commons@Georgia Southern

theResource

Human Resources

theResource

Volume 1, Issue 9, January 2012

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/theresource>



Part of the [Higher Education Commons](#), and the [Human Resources Management Commons](#)

Recommended Citation

"theResource" (2012). *theResource*. 7.

<https://digitalcommons.georgiasouthern.edu/theresource/7>

This newsletter is brought to you for free and open access by the Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in theResource by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.



theResource

VOLUME 1, ISSUE 9

JANUARY 2012

INSIDE THIS ISSUE:

Employee Appreciation 2

E-Learning 2

Work/Life Balance 2

Financial Education Week 3

Compliance Week 3

ADP Training 3

Management Training Series 4

Administrative Professional Series 4

PeopleAdmin Workshops 4

Staff Service & Awards 4

Personnel Action Forms 5

Jeff Thompson Workshops 5

Hazard Recognition Training 5

Student Employment Jobs 6

Eagle Perks 6

True Blue 6

Holiday Calendar 6

From the CHRO's Nest:

Happy New Year to all and welcome back to campus! Another calendar year has come and gone and we should all be thankful that the economy is slowly turning around. During the months of November and December of 2011, we sponsored seven (7) open sessions to discuss thirteen new/ revised policies and procedures with a resounding audience of 350+ plus faculty, staff and administrators attending. We were very pleased with the attendance and overall participation of the members present. We will continue sponsoring these open meetings once we have accumulated a sufficient number of new/revised policies. As you will see later in the newsletter, we are very pleased to present to you our first Annual Compliance

Month. Our goal was to set aside one month during the year where employees would focus on all compliance-related requirements, such as Drug Free Workplace, ethics, etc. The month of February appeared to be the month to heighten the awareness and obligations we may have as a University to remain in compliance with certain externally mandated Federal and State requirements. As a heads-up, our annual BOR requirement for completing performance evaluations will be upon us in March, 2012. It is never too early to start working on your evaluations especially if you have multiple people to evaluate. Hopefully since this will be the second year supervisors and employees will be using our new PeopleAdmin online system, we will not experience the same

problems we had the first year. Who reported to who was the biggest problem we had last year when we introduced the new online system. Many reporting relationships had changed without our knowledge, and thus the confusion. Hopefully this year we will have gotten over that hurdle. We had a very strong outpouring of nominations (fifty-plus) for the Staff Merit Awards. These awards will be given out February 1, along with the Staff Service Awards. Thank you to all who sent in nominations and letters of support. We are looking forward to working with all of you in this New Year.

Paul Michaud
Chief HR Officer

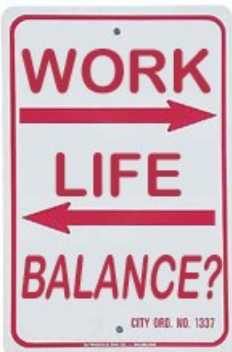
Temporary Employment Update

Effective January 2012, all casual labor positions will be referred to as temporary employees. The University will notate the changes on the Human Resources website, forms, and PeopleAdmin (the online applicant tracking system). Temporary employment allows an individual to work in non-benefitted positions across campus to provide temporary assis-

tance to a department. Positions may include professional, administrative support, skilled and unskilled labor. Temporary employment may vary from one day to 12 months, but not to exceed 18 months within a 24 month period. Once an employee reaches six months of employment, the hiring manager must reappoint the employee for six additional months if there

is a continued need for employment. If the employment extends to 12 months, the employee must be terminated at the end of 12 months. The person may be rehired after sitting out for 30 days, but cannot work more than eighteen months within a 24-month period. For additional information about Temporary Employment, contact the Department of Human Re-

You can show your employees that you respect and value them by allowing them to flex their schedule. Please see policy 2195 and 2196.



Show Your Employees They Are Appreciated

Showing your employees they are valued increases their sense of self worth, improves work quality, attendance, as well as increasing their loyalty to the organization.

Secondly, employee recognition does not have to be expensive or take a lot of time.

Here are some examples of informal employee recognition awards:

- **The ABCD Reward** is given to employees who

go above and beyond the call of duty.

- **The Bright Ideas**

Award is for employees who suggest great ideas to help their department.

- **The Behind the Scenes**

Reward goes to those contribute a lot behind the scenes and tend to go unnoticed.

- **The Caught In the Act of Caring Reward** goes

to the employee who has gone out of his way for a co-worker or customer.

Staff meetings are a great time to openly recognize the exemplary employees.



Need E-learning? Use Building a Better U

Are you looking for a way to relay information to your employees without having them all together at once? Do you need to set up a new employee with a training plan? Do your students need some help with basic skills to complete your courses?

If you answered yes to any of these questions, Building a Better U can help! Non-credit e-Learning courses can be assigned by managers or faculty to groups of employees or students. Employees and students can access the courses 24/7 from any internet ready

computer.

For more information on assigning courses, please contact Stephanie Scott at 478-7120 or smsscott@georgiasouthern.edu

Overcome Your Work/Life Balance Obstacles

A work-life balance is defined as the concept of appropriately prioritizing between "work" on one hand and "life" on the other. In today's society, work is likely to invade your personal life in some way and maintaining a work-life balance is no simple task, however, it is not out of reach.

The Building a Better U e-learning system can help you with maintaining an ideal work-life balance. Building a Better U houses a course titled "Optimizing Your Work/Life Balance: Analyzing Your Life Balance" is an e-learning course that is directly formulated to assist individuals who

would like to increase the balance between their work and personal life responsibilities. It can also be utilized to recognize the key elements to consider to keep your lifestyle balance within control.

Financial Education Week



The Department of Human Resources will be hosting Financial Education Week on February 6th through February 10th to help employees start the new year off financially astute. We will be hosting various workshops daily for our Faculty and Staff to learn more about our Supplemental Retirement plans and topics such as Maximizing your Social Security Benefits, Financial Planning, Investing for Life's Goals, Saving for College, Re-

tirement Income Planning, Rising Healthcare Costs, and CIGNA's free Will Preparation Program. To register for one of the workshops, please go to the University Training site at <https://training.georgiasouthern.edu/courses>.

Along with the workshops, we will also have a Financial Vendor Meet and Greet on Tuesday, February 7, from 11:00 am to 1:00 pm in Room 2084 in the Russell Union. The vendors that will be participating in the

Meet and Greet include Valic, TIAA-CREF, Ameriprise Financial, Fidelity and the Path2College 529 Plan. We hope you will take this opportunity to meet with vendors and get answers to your questions about your unique financial goals and objectives. You do not need to register to attend the Meet and Greet.

Please contact Samantha Melton in Human Resources at 478-1538 if you have further questions.

Compliance Month

The Annual Compliance Training Month Program will kick off in February of 2012

Georgia Southern's Compliance Training program is being created to ensure that the University meets its institutional promise to comply with all laws, regulations, and policies in its operations. It is a pro-active program during the month of February to maximize compliance and strives to prevent, detect and resolve illegal, unethical, or non-compliant actions.

The actual process for completing assignments/requirements is simplified to be more

user-friendly through the e-Learning system (Building A Better U). This year's Annual Training and Compliance Month requirements will cover the information indicated below. Please note this training does not include position specific training for selected employees.

Annual Training Requirements (ALL Georgia Southern University Employees)

- Conflict of Interest
- Sexual Harassment
- Drug Free Campus
- Outside Professional Activity
- USG Ethics Training
- Confidentiality Statement

Additional communication will be sent out regarding when the compliance training will begin.

ADP Training

This course will cover the following topics:

- How to enter time in ADP
- How to request time off
- How to approve time off (managers)
- How to approve time cards
- How to reconcile time cards (managers)
- Additional eTime features

This course is intended for all eTime users who still have questions on the functions of eTime.

There are two upcoming sessions (same content):

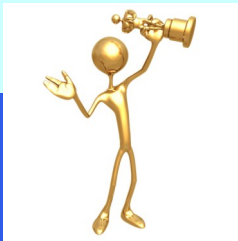
Monday, January 9th at 9:00am
Friday, January 27th at 8:30am

Both sessions will be held in the Human Resources training room.

Come visit our
new website
design at
[http://
jobs.georgiasouthern.edu/](http://jobs.georgiasouthern.edu/)

Staff Service & Awards Ceremony

Each spring semester Staff Council hosts the annual Staff Service & Awards of Excellence Ceremony. This year's ceremony is scheduled for Wednesday, February 1, 2012, beginning at 10:00 am at the Nessmith Lane Conference Center, with lunch immediately following.



Management Training Series

The Management Training Series is intended for all first-time supervisors or managers, as well as managers without prior management training. The six sessions cover valuable information to lead a team and manage effectively.

In order to receive the Management Training Series Certificate, one must attend all six sessions. However, one can sign up for individual courses too.



The spring MTS sessions are currently full. Dates for the fall session will be announced later this year.

Administrative Professional Certificate Series

The Department of Human Resources is pleased to offer a six-week professional development series intended to enrich our new and seasoned administrative professionals' current office skills by focusing on the GSU procedures and various topics.

Participants will attend six(6) face-to-face sessions and take five(5) online courses through Building a Better U. Participants must complete the entire series to receive a

certificate. If there is space available, participants can sign up for individual sessions.

The spring series will begin Wednesday, January 25th at 9am in Library room 1308.



PeopleAdmin Workshops

This workshop will show hiring managers how to navigate the PeopleAdmin system and submit actions that are related to the hiring of student employees, temporary employees, and staff. At the end of the workshop, hiring managers

will know how to complete the following actions:

- Submit a request to post a position
 - Review and screen applicants
 - Submit a hiring proposal
- Individual workshops will

be held for student employees, temporary employees and staff.

Workshops will begin January 11, 2012 and will be held in the Human Resources Training Room.

Personnel Action Form (PAF) Training

This training will provide detailed instructions on completing the NEW Personnel Action Form (PAF).

Topics covered:

- Understanding the PAF process
- Completing a PAF
- Different type of employee actions
- Understanding the Budget Data

January 19, 2012 -
2:00 p.m. - 4:00 p.m.
February 16, 2012 -
2:00 p.m. - 4:00 p.m.
March 15, 2012 -
2:00 p.m. - 4:00 p.m.

The trainings will be held in the Human Resources Training Room.



Family Medical Leave & Social Media and Workplace Harassment

Workshops

In today's fast moving human resource landscape, it is more important than ever to remain knowledgeable in the employment law arena. To enhance that knowledge, Jeff Thompson, Attorney for Constangy, Brooks & Smith, LLP, will be presenting several hot topics in employment. He will focus on the ever-recurring issues with the Family and Medical Leave Act. In order to fully understand supervisor/employee roles under the FMLA, he will reexamine procedural requirements and new developments.

Attorney Jeff Thompson will also be presenting on workplace harassment. He will examine social media in the workplace, including how social media can be a tool and a trap when it comes to employees. Finally, he will discuss effective and efficient ways to handle harassment situations in the work place.

Join us February 2, 2012, in Continuing Education room 2911 at 9:00am for the FMLA workshop and at 1:00pm for the Social Media workshop.



Hazard Recognition Training

Workplace injuries at Georgia Southern University have gradually increased each year. The Department of Human Resources understands the importance to reduce workplace injuries by recognizing methods to prevent them. Therefore, HR is excited to be the host site for the upcoming Department Of Administrative Services Hazard Recognition Training.

C.G. Lawrence, of the DOAS, will lead this informative training sessions.

Hazard recognition training mainly reviews potential workplace hazards and discusses ways to prevent the incident.

He will review the accident pyramid and accident causation, basically covering the steps that lead up to an accident and how to break the chain of events. This training will lead supervisors and employees to look for ways to prevent injuries. The goal is to raise awareness levels of workplace hazards.

Intended audiences: Supervisors, Directors, Department Chairs, Administrative Coordinators, as well as Facility and Auxiliary Employees.

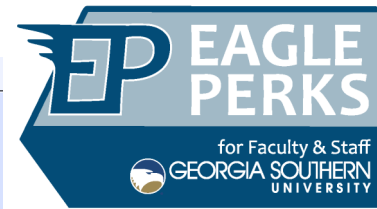
Two sessions (same content) will be offered:

Tuesday, January 10, 2012 8:30am -10:00am

Tuesday, January 10, 2012 2:00pm-3:30pm

Location: Nessmith Lane Conference Center Room 2911

Please register on the University Training website at <https://training.georgiasouthern.edu/Pages/Default.aspx> or contact Ale Kennedy at alekennedy@georgiasouthern.edu if you have a list of employees that you would like to attend.



Are you looking for activities and trip ideas for your family? Spring will be here before you know it, and now is a great time to start planning! Eagle Perks is a great place to start. Whether you want to tour America's largest home, ride roller coasters, pet a playful lemur, or get splashed by Shamu, Eagle Perks can be used to make these dreams come true at a discounted price.

Check out the more than ten entertainment venues by visiting the Eagle Perks link on the Human Resources website.

<http://jobs.georgiasouthern.edu/facultystaff/perks>



Who: Faculty and Staff

What: True Blue Pride

When: Every Friday!

Where: GSU Campus

True Blue Resolution.....be a part of a great Eagle Tradition by wearing blue on Fridays!

Woo Hoo! True Blue!

Holiday Calendar

Visit the Human Resources website at <http://jobs.georgiasouthern.edu/> for a copy of the updated 2012 Holiday Calendar.

